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79-2189	79-6764

26 JUN 1979

MEMORANDUM FOR: Deputy to the DCI for National Intelligence
Deputy Director for Operations
Deputy Director for Administration
Deputy Director for Science and Technology
Director, Equal Employment Opportunity
General Counsel
Legislative Counsel
Inspector General
Comptroller

FROM: Donald E. Smith
Director of Training

SUBJECT: Luncheon Briefings of the Conference for
Business Executives on Federal Government
Operations (Brookings Institution),
1979-80

1. Action Requested: It is requested that the addressees and their Deputies serve as hosts, on a rotating basis, for 14 luncheon briefings in 1979-80 of the Brookings Institution-sponsored Conference for Business Executives for Federal Government Operations. The luncheon briefings will be held from 12:10-2:00 p.m. in the Executive Dining Room and DCI Conference Room. Your cooperation is also solicited in identifying members of your staffs to participate as luncheon companions and discussants in the briefings. They should not be under cover.

2. Background:

a. As you know, the Brookings Institution's Conference for Business Executives on Federal Government Operations has for many years included a briefing on CIA as part of its week's program. The business executives who take part in the Conference typically have

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responsibilities at a vice presidential or office director level. The Brookings' program includes spokesmen for the three branches of government, the media, and special interest groups. The format developed in the past year for the CIA visit, which seems to have been well received by the participants, is a luncheon in the Executive Dining Room, followed by a briefing in the DCI Conference Room. A Deputy Director or Associate Deputy Director serves as overall host, with middle- to senior-level CIA officers serving as luncheon table hosts and as "discussants" during the briefing. The latter has consisted of a 15-20 minute overview of CIA and the Intelligence Community by the host, followed by a question-and-answer period in which the CIA discussants, selected for a variety of geographic and functional expertise, take part.

b. During the past year, 100 CIA officers, exclusive of the hosts, have taken part in these briefings. We believe that this opportunity to meet with a senior-level business group was as useful for them personally as for the visitors. Our Brookings' contacts lead us to believe that the Agency image among the participating business executives has profited from the exchange. The CIA participants have all performed well.

AT c. [] Special Programs Officer of the Office of Training, is charged with the management of this program. [] has developed extensive lists of discussants, some approved formally by you and some informally, for involvement in the luncheon briefing. It will be helpful to her to have an updated approved list of participants with their titles, addresses, and extensions, for the 1979-80 program. Your Executive Officers may wish to consult with [] in the preparation of these lists.

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d. The dates of the 1979-80 visits are as follows:

28 September
26 October
9 November
7 December
18 January
1 February
29 February
14 March
28 March
18 April
2 May
23 May
13 June
27 June

e. The cost of the luncheon is met by Brookings.

3. Recommendation: It is recommended that you and your Deputies agree to accept the responsibility for serving as host of the Brookings' luncheon briefings, on a rotating basis, and that you provide the Director of Training (Attention:) a list of approved discussants.

Donald E. Smith

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